

# Organization

## Meaning of Organization

Organization is concerned with the pattern of relationship between persons in an organization, so constructed as to fulfill the organization's function.

Dictionary definition of organization is "the work of connecting inter-dependent parts so that each has a special function, act, office or relation to the whole".

Organization is the form of every human association for the attainment of common purpose.

An organization is a combination of the necessary human beings, materials, tools, equipment, working space and appurtenances brought together in systematic and effective coordination to accomplish some desired objectives.

### Elements of organization :

- (a) Two or more persons constitute the organization.
- (b) It is constituted for the fulfillment of objectives.
- (c) It expects that good cooperation among members of organization.
- (d) An organization arranges sufficient resources, material and goods for the fulfillment of desired objectives.
- (e) There exists unity and mutual coordination among these resources.
- (f) Functions of every organization are specifically described and classified.

The following are some definitions of organization.

**1. L.D. White.** "Organization is the arrangement of personnel for facilitating the accomplishment of some agreed purpose through allocation of function and responsibilities".

**2. Pfiffner.** “Organization consists of the relationship of individual to individual and of groups which are as related as to using about and orderly division of labor”.

**3. Luther Gullick.** “Organization is the formal structure of authority through which work sub division are arranged, defined and coordinated for defined purpose”.

**4. M. Mark.** “Organization refers to the structure developed for carrying out the tasks entrusted to the chief executive and his administrative subordinates in government”.

### **Elements of Organization**

Review of above description brings out the following elements of organization:

- (a) Every organization has one or more than one power centers.
- (b) Members of organization are continuously placed.
- (c) Every organization conations formal and informal communication system.
- (d) Reward and punishment systems exist in every organization.
- (e) Division of work with coordination in every organization is an important aspect of organization.

### **Process of Organization**

- Step 1: Determination and classification of organization’s activities.
- Step 2: Grouping of the activities into workable departments.
- Step 3: Assignment of authority and responsibility on the departmental executives for undertaking the delegated tasks.
- Step 4: Developing relationship amidst superior and subordinate, within the unit or department.

- Step 5: Framing policies for proper coordination between the superior and subordinate and creating specific lines of supervision.

Organization is a goal oriented process, which aims at achieving them, through proper planning and coordination between activities. It relies on the principle of division of work and set up authority-responsibility relationship among the members of the organization.

## **Organizational Structure**

### **Formal Organization**

In a formal organizational structure, the management and divisions within an organization are typically written and explained so all employees understand how things work. This documentation may take the form of an organizational chart that visually depicts how each level of management works to prevent misunderstandings. Formal structure organizations usually have a hierarchical pyramid structure with a company president, CEO and senior managers at the top; mid-level managers in the middle; low-level managers at the bottom. Staff employees are expected to implement decisions and processes made at the levels above them, and they are not usually solicited for their opinions or ideas about how the company should operate.

### **Informal Organization**

Unlike formal organization, informal organization is fluid and there are no written or predefined rules for it. Essentially, it is a complex web of social relationships among members which are born spontaneously. Further, unlike the formal organization, it cannot be forced or controlled by the management. This structure relies on relationships forged between staff members, cooperation between teams and communication that focuses on achieving shared goals.

## **Types of Social Welfare Organizations**

Social Welfare Organizations can be classified on these three types:

### **1. Government agency or Organization**

Government agencies are fully financially supported by the government. It does not take aid from any other source. Its source of funds is the government itself. Secondly its programs are planned and implemented by the professionals of social services i.e. by the government experts. Thirdly it has an accountability system. Government agencies are held accountable for their expenditures. Fourthly its staff is totally paid staff and professionally skilled persons are given jobs in government agencies. The example of the government organizations, Shelter Homes for Women, Model Children Homes, Provincial Directorate of social welfare etc.

### **2. Non-Governmental Organizations:**

Non-governmental Organizations(NGOs) are fully financially supported by the public donations. Secondly, its programs are planned and implemented by the people who have established that NGO. The programs may be planned by professional or non-professionals. Thirdly, it has no accountability for its funds expenditures i.e. no check and balance. No one is authorized; even government cannot check their accounts. Fourthly, its staff includes more volunteers and less paid employees. Volunteers are the main force of NGOs. The examples of NGOs APWA, Edhi Foundation, Awrat Foundation etc.

### **3. Semi-Government Organizations:**

Semi-governmental Organizations are those which are started by the people. Firstly, the people realize a need for an organizational effort to lead a campaign against a social problem. Secondly, the government gives them a little financial support in the shape of grants. Thirdly, it has an accountability system. It is accountable to the government. Fourthly, its staff includes more paid employees

and less volunteers. The examples of Semi-Government agency is Child Protection and Welfare Unit.